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STUDENT HANDBOOK

While much of the information provided in this brochure is primarily for campus residents, all students are encouraged to be aware of the general-information items and are expected to abide by the campus policies and regulations which appear below. The Student Services Office (238-2814) or a residence hall dean should be contacted if further information regarding a particular item is desired.

ACADEMIC POLICIES All of the academic policies are presented in detail in the *College Catalog*. Since you are responsible for knowing as much as possible about your particular program of study at Southern College, you will want to study this *Catalog*.

ALCOHOL AND DRUG USE A student possessing alcohol or illicit drugs or who has been drinking or using illicit drugs will be dismissed. Re-admission will be considered only after a drug dependency evaluation has been completed.

AUTOMOBILES, MOTORCYCLES, BICYCLES The use of motor vehicles on campus is considered a privilege. Motor vehicle privileges may be suspended at the discretion of the residence hall deans or the dean of students.

All Southern College students are held responsible for acquainting themselves according to the following motor vehicle code:

Section I — Motor Vehicle Privileges

1. Motor vehicle privileges as understood in this code means the possession or use of a motor vehicle—motor scooters, motorbikes, motorcycles and automobiles.
2. Lending or borrowing of motor vehicles is discouraged.

Section II — Motor Vehicle Registration

1. Any motor vehicle that is subject to the use of a student must be registered with the college in the student's name at registration time or within 48 hours of arrival time in the vicinity.
2. Temporary registration for motor vehicles brought to the campus for a short period of time must be made with the residence hall dean or the security officer.
3. Registration stickers (decals) are available at the Security Office (Daniells Hall) during the school year. Please place sticker in lower left of the rear window.

Section III — Parking

1. For each semester residence hall students are charged a parking fee of \$30 for automobiles and \$20 for two-wheeled motor vehicles. Students who bring cars during the course of a semester will be charged on a pro-rated basis. No refund on parking fees will be made.
2. Residence hall student vehicle parking is restricted to assigned parking in the respective residence hall parking lots and to non-restricted parking areas on campus.
3. Students who live off campus are charged a parking fee of \$20.00 per semester for either an automobile or motorcycle.
4. Students who live off campus may park vehicles in areas approved for community student use during the school day.
5. Faculty and staff are also required to display a parking sticker.

Section IV — Driving

1. Motor vehicles are not permitted to be driven on lawns, sidewalks or other places not intended for vehicular use.

Section V — Penalties for Violations

1. Parking violations are subject to a fine of \$5 per ticket. Failure to pay a fine within the time prescribed on the ticket will result in a \$2 surcharge along with the fine on the statement.
2. Violations of the campus traffic code such as speeding and failure to observe stop signs will result in a fine of \$10.
3. Secreting or failure to register a motor vehicle with the college will result in a \$50 fine and possible disciplinary action.
4. In the event a person accumulates more than 5 tickets in a semester, driving privileges will be suspended.
5. All fines are to be paid in cash by the end of each semester before exam permits may be picked up. All appeals will be made to the head of Security.

Section VI — Damage, Loss or Theft

Southern College assumes no responsibility for loss resulting from theft or accident, vandalism, fire and other causes for damage of any vehicle or its accessories on college property. Automobile parts or tools left outside of automobiles may be hauled away without notice.

Section VII — Bicycles

1. All bicycles should be locked when not in use.
2. Bicycles are not to be ridden on campus sidewalks or on grassed areas of the campus.
3. Bicycles are to be stored only in designated areas.

Section VIII — Inoperable Vehicles

Except by permission of a residence hall dean or the dean of students, inoperable vehicles may not be parked on the campus. Such vehicles parked without permission will be towed away at the owner's expense.

BENEFIT PROGRAMS Any organization desiring a benefit program must submit a proposal to the Administrative Council through the office of the dean of students. No organization may have more than one per year. The total number of benefits in one school year may not exceed four.

BULLETIN BOARDS Inappropriate bulletin board material may be removed by the Student Services Office personnel.

CAMPUS CLUBS Over twenty academic-department and special-interest clubs are organized each school year. Each organization must file a statement of purpose and officers roster, including a faculty advisor, with the Student Services Office for approval and formal college recognition. Only approved organizations are to function on campus.

CAMPUS LEAVES Late leaves: Residence hall students are expected to remain in their residence halls between closing time and 6:00 a.m. if they have not arranged an overnight leave or a late leave with the residence hall dean.

Overnight and weekend leaves: Printed forms for overnight leave requests are available in the residence hall offices. If the period of proposed leave from the campus includes a work or class appointment, suitable arrangements must be made with the work superintendent or

academic dean respectively. Overnight leaves in the surrounding community (Chattanooga/Collegedale/Cleveland) are not permitted unless the students are accompanied by parents. Overnight leaves are cancelled at any time students are present on campus or in the surrounding community (as stated above) during the time of the leave. If under 21 years of age, freshmen students are limited to overnight leaves which involve a maximum of eight (8) nights of absence from the campus per semester, excluding vacations. Students on citizenship probation are limited to overnight leaves which involve a maximum of two (2) nights of absence from the campus per calendar month excluding vacations. In case of emergency requiring a leave which is not provided for by regular policy, parents should contact the residence hall dean. Weekend leaves terminate at curfew Sunday. If an emergency situation makes it impossible to return to the residence hall by curfew students have the responsibility of telephoning their residence hall dean to request an extension of time.

CAMPUS SECURITY A full-time security officer is in charge of campus parking and security of the buildings. The campus Security Office is located on the first floor of Daniells Hall.

CHAPEL AND ASSEMBLY Chapels are scheduled each Tuesday at 11:05 a.m. and assemblies on Thursday at 11:05 a.m. All single village students and all residence hall students are required to attend 20 of these meetings per semester. Married students are required to meet half of this requirement. Failure to meet this requirement can result in suspension of your registration. There will be a \$25 re-registration fee to become reinstated. Special permission must be given by the dean of students' office for a specific change in requirements due to work or class schedule only.

CHURCH PUBLICATIONS Copies of *Insight* and the *Adventist Review* are available in the residence halls weekly.

COLLEGE STANDARDS Students are expected to establish a Christian lifestyle which fosters maximum spiritual, mental, physical and social growth. Such a lifestyle will include engaging in prayer, Bible study and Christian-service activities; practicing good study habits; selecting a balanced and nutritious diet and scheduling adequate periods of rest; participating in wholesome recreational and leisure-time activities; and relating responsibly and respectfully to other persons. Behaviors which do not promote such a lifestyle and are expressly forbidden include the use of alcoholic beverages, tobacco and illicit drugs; gambling; dancing; improper sexual behavior; homosexuality; and attendance at entertainments which are spiritually or morally destructive. Students who engage in such behavior will be subject to suspension and/or dismissal from the college.

COUNSELING AND TESTING SERVICE The director of counseling administers a formal program of counseling through the Testing and Counseling Office. This program provides various aptitude and psychological tests as well as interest and personality inventories which are available for students who wish to gain insight into various problems which may be associated with their college experience and planning for life. College entrance examination results and other personal data which may assist in counsel-

ing and guidance are kept on file in the Testing and Counseling Office.

CURFEW Residence halls close at 11:00 p.m. Sunday through Thursday, at 10:00 p.m. on Friday, and at midnight Saturday.

DISCIPLINE All major disciplinary procedures are under the direction of the dean of students. Minor disciplinary infractions may be administered by the residence hall deans.

A student who deviates from the college regulations and standards may be placed on *citizenship probation* for a period ordinarily of at least six weeks duration. Citizenship probation carries with it some or all of the following restrictions:

- a. One approved weekend leave per month to home only.
- b. No use of an automobile.
- c. No late leaves.
- d. Only one off-campus leave per week. No personal car used—must obtain a ride for this leave via permission from a dean and must return to the campus by sundown.
- e. A perfect record of presence for night checks and attendance at classes, chapels, worships, Sabbath school and church services.
- f. Loss of all student leadership positions, including Student Association and religious activities.
- g. No participation in off-campus public appearances which represent the college except when involved in class activity.
- h. Other restrictions deemed appropriate.

If a student on citizenship probation fails to comply with these restrictions, he or she is subject to dismissal.

Suspension from the college for a definite or indefinite period of time is an alternative for the student involved in unacceptable conduct. Students under suspension will leave the campus during the entire period of suspension unless specific arrangements to the contrary have been made. A student who has been suspended must submit his request for college readmission to the dean of students.

The dean of students may request *withdrawal* at the end of the semester or session of a student not adhering to college standards and regulations. Completion of coursework for that semester or session will be allowed if the student's conduct is acceptable for the interim.

Immediate withdrawal may be requested of a student who is involved in a single major misbehavior, who has accumulated a series of deviations, or who is insubordinate in his relation to the college authorities. A residence hall student who accepts the privilege of withdrawing agrees to move away from the college community; unwillingness to do so may result in formal dismissal. A student who has been suspended must have his reapplication approved by the dean of students.

Expulsion may be a last alternative for a student involved in very serious misconduct. Such action may result from a student's being involved in any of the three situations above under withdrawal. Expelled students will not be eligible for readmission to SC.

Any student under official college disciplinary action will be so informed by letter from the dean of students. A

copy of the official statement of disciplinary action will be filed in the student's personal folder in the dean of students' office and additional copies will be sent to the student's parents and to the residence hall dean, if a student is a residence hall student. Copies of disciplinary letters are not sent to parents of independent students.

A student who has been administered discipline may *appeal the decision* to the dean of students. The dean of students' decision may be appealed directly to the president of the college.

DISTRIBUTION OF INFORMATION Anyone desiring to distribute information via pamphlets or papers on the campus of Southern College must receive permission to do so from the Office of Student Services.

DRESS Because opinions regarding appropriate dress vary widely with time, place, style and people, the SC faculty and administration feel that you will be able to meet the standards for appropriate appearance at Southern College with the least confusion if controversial areas are dealt with in specifics rather than in principle. The principles of neatness, modesty, cleanliness and appropriateness are inherent in all regulations concerning dress. Guests at Southern College are expected to adhere to the same standards as do the students and staff.

All students: Clothing worn for general campus wear should convey a neat, modest appearance. Tight-fitting or revealing styles and fabrics, sloppy attire, overalls, common T-shirts, tank tops, and torn, frayed clothing are inappropriate. Shoes must be worn in all public places.

Since chapels and the church are God's meeting places, students' attire should reflect their reverence for Him in those places.

The basic principles of modesty, good taste, and neatness also apply to clothing worn in the recreational areas and the College Plaza. Shorts worn for athletic activities should be of modest length and fit. Shorts are not to be worn about the campus or in classroom buildings, the library, cafeteria, student center or Wright Hall.

Jewelry, including bracelets, necklaces, chains, medallions, earrings, and ornamental, professional, and engagement rings are unacceptable. Exceptions are medical alert chains or bracelets. Wearing jewelry will result in suspension from school. There will be a \$25 registration fee to become reinstated.

Men: The men on campus should be neat, clean, and well groomed. Slacks with shirts and/or sweaters are the most appropriate basic dress for campus activities. Sleeveless shirts or no shirts are inappropriate.

Men are requested to keep their hair clean and neatly styled. Moustaches, beards, and sideburns should be trimmed and well groomed.

Appropriate Sabbath dress for men includes suits or sport coat and slacks with sweaters or with dress shirts and ties.

Women: The women on campus should reflect Christian principles in their modest, feminine attire. Skirts or slacks with blouses, sweaters, and/or jackets or dresses are appropriate for most occasions.

Attire that would be considered immodest and thus unacceptable includes skirts with deep slits, miniskirts, and sheer fabric blouses or revealing tops with low necklines and bare midriffs or shoulders. Women are re-

quested to wear modest one-piece swimsuits in the swimming pool area.

Make-up and nail polish, if worn, should be natural looking and inconspicuous.

Reverence for God should be shown through appropriate Sabbath dress. Pant attire is not acceptable for Friday vespers, Sabbath school or church.

FINANCIAL SERVICES The college maintains an Office of Student Finance and Financial Aid which will advise students as to the availability of loans, grants, and scholarships both from private and government sources.

A banking service for deposits and cash withdrawals is operated by the Accounting Office for the convenience of students. Financial sponsors should provide students with sufficient funds through the banking service to cover the cost of personal items of an incidental nature and travel expenses off campus including vacation periods. Withdrawals may be made by the student in person only as long as there is a credit balance. These deposit accounts are entirely separate from the student's school expense account. Withdrawals from regular expense accounts are discouraged and permitted only under special arrangements with the director of student accounts and with the permission of the financial sponsor.

FIREARMS AND FIRECRACKERS Items of explosive nature, firearms or pellet guns are not allowed on the campus. Possession of or exploding fireworks or combustible chemicals in the residence halls or on the campus is expressly prohibited. Violators of this regulation will be fined and will be subject to suspension or dismissal.

FIRE DRILL Each residence hall is required to hold periodic fire drills; when an alarm sounds, residents are to follow announced procedure as promptly as possible.

FIRE EQUIPMENT The misuse of fire extinguishers, fire alarms, or other fire protection equipment will subject a student to a \$100 fine and/or other discipline.

FIRE HAZARDS Candles, open-flame lamps, fire hazards of any nature are not permitted in the residence halls.

FOOD SERVICE Three nutritious meals are served each day in the college cafeteria, on the third floor of Wright Hall. Students may use their identification cards to charge meals on their monthly statements. A \$2 surcharge is added to each meal charged without an ID card. Cash is also accepted in payment.

The Campus Kitchen, located in the Fleming Plaza, is a fast-food restaurant, also operated by the Food Service Department, which serves meals continuously throughout the day.

K.R's Place is located in the student center. This is a fast-food place that is open from 1:00-4:00 and 6:00-8:00 p.m.

In addition, the Food Service staff will provide special luncheons and banquets for groups who make requests to the director of food service two weeks in advance.

GUESTS Each residence hall is a private campus home where guests are welcome to visit. Residents must arrange with a residence hall dean for guests to reside overnight in student rooms.

Such guests are to register at the service desk and will be expected to abide by general campus and residence hall regulations. Visits should be limited to three nights. If

a longer stay is arranged, a charge of \$2 per night will be placed on the resident's account.

HAZING AND OTHER IRREGULAR ACTIVITIES A student who conspires to engage in hazing or commits any act that injures, degrades or disgraces, or tends to injure, degrade or disgrace a fellow student will be subject to serious discipline, including dismissal.

HEALTH SERVICES Health care may be obtained by all permanent dormitory residents and all village students taking eight or more hours during the school year or three or more during the summer at the Student Health Service, administered by a nurse director in cooperation with the college physician. Clinic hours are posted and the physician makes daily calls at the Health Service Monday through Friday. He leaves when all who are waiting have been cared for. A nurse is on duty after clinic hours also, except during vacations and summer, and may be reached for emergencies by calling 238-2713. A fourteen-bed infirmary is maintained for overnight confinement if necessary.

Health Service personnel work in conjunction with the Absence Committee by making recommendations regarding absences due to illness. See Class Attendance under Academic Policies in the Catalog for procedure to follow for obtaining excuses for class absences.

Southern College requires that students be covered by health insurance. Students who are already covered with a similar insurance plan may during registration request at Health Service to be excluded from the school policy. Such students will need to supply, at that time, written evidence from their parent's employer or local insurance agent which contains the company name and policy number under which they are covered, otherwise, coverage must be purchased through the college health insurance plan.

HOUSING Single students enrolled for more than three semester hours who have not completed a baccalaureate degree or four years of college and who do not live with parents, close relatives, or legal guardians in the vicinity must live in the residence halls.

In order to live elsewhere a student must present a written request to the dean of students. Requests will be considered if the student is not on citizenship probation, demonstrates definite financial need which off-campus living will correct, or has other extenuating circumstances making non-dormitory residence necessary. In general, only students 23 and older are allowed to live outside the residence halls. When a student has been given special permission to live off campus, no change in residence may be made without permission of the dean of students.

Students who live in the residence hall must be registered in classes. Anyone who drops classes will need to make living arrangements outside of the residence hall. Any exception to this policy must be cleared through the residence hall dean and the dean of students.

Married student housing is available through the business manager's office. Once a student is no longer enrolled or accepted as a student, he or she will be asked to vacate college housing.

KEYS Room keys are issued to all residents without charge. A substantial fee is charged for each key lost or not returned when a resident checks out of the residence hall.

KITCHENETTES Each residence hall has a kitchenette where residents may prepare food.

LAUNDRY ROOMS Coin-operated washers and dryers are available in laundry rooms in each residence hall. These rooms are closed fifteen minutes before sundown on Friday and are open again after sundown on Saturday.

LAUNDRY SERVICE A laundry and dry cleaners serving the students and the community is located in the Fleming Plaza.

LOST AND FOUND The Lost and Found Department is in the Service Department.

MAIL Mailboxes are located in the foyer of each residence hall. Mail is delivered each morning Sunday through Friday. A resident's mailing address is the student's room number followed by the name of the residence hall and Southern College, Collegedale, TN 37315. Use of correct address makes mail service more efficient.

MARRIAGE Except by special permission of the dean of students, student marriages are not permitted while a school term is in progress. Students who fail to follow this procedure will be asked to withdraw from college.

MOTION PICTURES All feature-length motion pictures must be approved for showing on campus or at any school-related function by the faculty Film Preview Committee. Requests for the showing of films should be directed to the dean of students for approval by the Student Services Committee according to the following guidelines.

1. The Student Association may show a maximum of four films per semester with no more than one per year being a public benefit program.
2. The Artist Adventure Series has the option of showing two films per semester.
3. The Humanities Perspective Series may present four films per semester.
4. Other campus organizations may show a feature film in a program restricted to the membership of the sponsoring group and invited guests. No campus organization will be allowed to show more than one such film during the academic year.

MUSIC STANDARDS: (a) Music performed or reproduced anywhere on campus is expected to be in harmony with standards of good taste applicable to the occasion and in keeping with the ideals of spiritual commitment and personal relationship with God to which the College is dedicated. To assist with the responsibility a screening committee is appointed by the College president each year to screen all student programs before they are presented. Student groups should contact the chairman of the screening committee in ample time before their scheduled performance so that the committee can be called for the screening. Failure to have a program properly screened may cause cancellation of the program. A musical group organized by students for public performances must be approved by the Student Services Committee. (b) Rock music of any type is not acceptable on campus. It has a debilitating effect on the refined sensibilities of the Christian and can have an almost hypnotic and demonic effect on the human mind and body with its wild, loud, steady and primitive beat.

PERSONAL IDENTIFICATION Students are to present proper identification when requested to do so by adminis-

trators, faculty, staff, cafeteria, library, residence hall and security student personnel.

PETS Pets are not permitted in the residence halls.

PLACEMENT SERVICE The Director of Counseling operates a placement service which issues announcements concerning employment opportunities and upon request provides potential employers with data on graduates of the college. The placement service is effective in assisting students to find satisfactory professional employment. Registration with the placement service is voluntary and should be made at the beginning of the senior year or the end of the junior year.

PROTECTION OF PERSONAL PROPERTY Unoccupied student rooms, as well as automobiles, bicycles and motorcycles parked in campus parking areas, should be kept locked at all times. The college cannot accept responsibility for stolen items/money, or damage to personal property.

PUBLIC DISPLAY OF AFFECTION Students are expected to conduct themselves with discretion and in a manner which will not embarrass other people.

QUALIFICATIONS FOR STUDENT OFFICE Qualifications for students holding office in non-academic organizations which perform publicly on or off campus or in student organizations, including publication staffs and all committees are:

1. A record of good citizenship.
2. A minimum cumulative grade point average of 2.00.
3. Student Association membership.

To run for or hold any elected office in a student organization, a student must have:

1. A record of good citizenship.
2. A cumulative grade point average of 2.25 or a 2.50 grade point average for the previous semester with a minimum cumulative average of 2.00. Secondary school grade point averages will be calculated on major subjects only.

QUESTIONNAIRES Class-project questionnaires are to be recommended by the instructor and submitted to the academic dean for approval prior to the distribution of the questionnaire. Questionnaires originating outside the classroom to survey student life and services are to be approved by the dean of student affairs prior to their distribution.

REFRIGERATORS Refrigerators not exceeding a capacity of 4.5 cubic feet are permitted in the student rooms.

RESIDENCE HALL HOURS Residence halls will be open according to the following schedule:

Sunday-Thursday	6:00 a.m. to 11:00 p.m.
Friday	6:00 a.m. to 10:00 p.m.
Sabbath	6:00 a.m. to 12:00 p.m.

Young men may call at Thatcher lobbies according to the following schedule:

Sunday-Thursday	6:00 a.m. to 8:00 p.m.
Friday	6:00 a.m. to 10:00 p.m.
Sabbath	6:00 a.m. to 12:00 p.m.

RESIDENCE HALL VISITORS Southern College is a private school. Thus the residence halls are private buildings and function for the needs of the students who live there. Any non-resident student or visitor who has not made arrangements with the dean on duty will be asked to leave at the closing time. Also, any visitor who plans to stay in the

residence hall for the weekend must make arrangements with the dean on duty upon his or her arrival on campus.

RIGHT OF ENTRY The college reserves the right for a residence hall dean, his representative, or a college security officer to enter and inspect a student's room whenever necessary. A student accepts this authorization when he rents a room in a residence hall.

ROOM ASSIGNMENTS Residents are not to move from one room to another without first making arrangements with a residence hall dean.

ROOM FURNISHINGS AND CARE Room furnishings include beds, desks, chairs, drawer space, window drapes and carpet. Students should bring their own bed linens, pillows, bedspreads, towels, washcloths and wastebaskets. Drapes and furnishings are not to be removed from the room. Wallpaper and contact paper should not be put on the walls. Poster putty and/or masking tape should be used to hang posters. Nails, tacks or Scotch tape are not to be used for this purpose.

Residents are responsible for the condition of their rooms and will be charged for damages, as well as custodial expenses if a room is left in need of repair and cleaning. Rooms and furniture are not to be painted.

The college Engineering Department is responsible for maintaining facilities and furnishings in the residence halls, including painting, electrical and plumbing repairs and installation of drapery rods, hooks, etc. Residents are to leave requests for such services at the service desk.

Students' rooms are to be decorated in harmony with college standards. Items such as alcoholic-beverage containers and pictures/posters of nude or scantily-clad persons are not to be displayed.

Cooking appliances must not be used in student rooms. State health regulations prohibit cooking in sleeping rooms. Such appliances may be used in residence hall kitchenettes.

ROOM RESERVATIONS After a student has been accepted by the college, a room reservation can be made. Before a housing or room reservation may be made, \$100 of the advance payment as a deposit must be paid. Tentative reservations may be made without a deposit before July 1; however, the deposit must be paid by that date in order to hold the reservation. After July 1, requests for reservations must be accompanied by the \$100 deposit. An advance payment of \$100 insures a student a room. The deposit will be refunded when a student checks out of the residence hall (for an indefinite period of time) after the first 30 days of residency, provided all dormitory obligations have been satisfactorily cared for and the floor, walls, woodwork and furniture of the room are clean and undamaged. For further details regarding room deposit refunds, please refer to the *College Catalog*, page 203.

SABBATH OBSERVANCE AND CHURCH ATTENDANCE Attendance at Sabbath school and church services is required of resident students each week. Students are required to individually indicate in writing as they leave the residence hall the Sabbath school and church they will be attending that day. Students who accumulate unexcused absences will be subject to discipline.

SELLING Selling or soliciting of goods or services in the residence halls must be approved by the head dean.

Salesmen or peddlers are not allowed to function on the college campus. This includes the student center.

SKATEBOARDS Skateboards are not to be towed behind any vehicle whatsoever.

SOUND EQUIPMENT Sound equipment is not to be heard outside a student's room at any time. Failure to comply with this policy will result in the removal of the equipment. Head phones are recommended.

STORAGE A locked storage room is located in each residence hall where residents may keep luggage and cartons at their own risk. All such items are to be tagged. The college will assume no responsibility for the protection of stored items.

STUDENT CENTER Lounges, a snackshop, a game room, and a prayer room are available for student use on the third floor of the Student Center building. Student Association offices, the chaplain's office, the Campus Ministry's office, and a Counseling Center are also located there. Classrooms and teachers' offices are housed on the first floor of the building and the cafeteria is on the second floor.

STUDENT EMPLOYMENT Students at Southern College are encouraged to obtain part-time employment in the college's industries, services, or academic divisions in order to help pay for their school expenses. Students accepting employment with the college are expected to be punctual to work appointments and to maintain their work schedule during the entire semester, including examination week. To be absent from work appointments without cause or previous arrangement or without notification in the case of illness is sufficient reason for discharge.

Residence hall students who wish to accept off-campus employment must obtain permission from the dean of students. Permission will be denied if the employment could be detrimental to the physical well-being and/or character development of the student.

Students may work as volunteers for the fire department or the ambulance service if they maintain a cumulative grade point average of 2.00. First semester freshmen must have a satisfactory secondary school record.

STUDENT RECORDS Copies of the Family Education Rights and Privacy Act of 1974, and amendments subsequent to this Act and HEW guidelines are available in the Office of Student Affairs. Students have the right to inspect and review official records, files and data directly related to them kept by any unit of the college. This request should be made in writing to the administrator responsible for the record. Requests are to be processed within forty-five days from the date the request has been filed. The Act stipulates a reasonable fee may be charged if copies of the material in the file are desired.

STUDENT ASSOCIATION The Student Association is an organization of the total student body which is responsible for specific activities on campus, acts as a voice for the student body, and provides opportunity for leadership training. Officers are elected and appointed each spring to serve the following school year. Publications of the Student Association include the *Joker*, a directory of students and staff; the *Numerique*, a listing of phone numbers; the *Southern Accent*, the weekly campus newspaper; the *Chatter*, a weekly news/announcement sheet; and *Southern Memories*, the college yearbook.

Students enrolled for a minimum of eight semester

hours are members of the Student Association and are eligible to receive the various services provided by the Association.

STUDY ATMOSPHERE A study atmosphere is to be maintained in the residence halls at all times. Musical instruments are not to be played in the residence halls (see the "Sound Equipment" item listed).

SUICIDE Any student who attempts or makes a gesture of suicide will be asked to withdraw from school and will be readmitted only after therapy and a letter from the therapist.

TELEPHONES Each residence hall room is equipped with a telephone jack. Students must provide their own phones which may be touch-tone or rotary. Pay telephones are available in the residence halls and in the College Plaza. Under no circumstances are third party calls to be made on the college telephone lines or collect calls accepted. A student who becomes involved with third party billing or accepting collect calls will be subject to the following penalty: a \$25 fine and suspension from classes until the fine and telephone charges are paid.

TELEVISION AND STEREO SETS Television sets are not allowed in the rooms of the residence halls. The dormitory deans are not responsible for the safety of any equipment confiscated during the school year.

THEATER ATTENDANCE The college does not condone attendance at motion picture theaters. Attendance at the theater may result in disciplinary action.

VIDEO TAPES Suggested guidelines pertaining to the showing of video tapes are as follows:

1. The ultimate responsibility for any video tapes shown lies with the sponsor of the club viewing the video tape, or with the faculty member in whose home the video is shown.
2. The Film Preview Committee will preview a video if it is asked to at least two weeks before the viewing date.
3. The chairman of the Film Preview Committee will give his nonbinding opinion on any video film.
4. Videos that a faculty member may assume to be eligible for viewing are:
 - a. Any film on the Southern College approved film list.
 - b. Any film that has been approved by the Pacific Union Film Committee for either general or limited showing.
 - c. Any film with a "G" rating. This provision applies only for video viewing and not for films shown on the campus, as some "G" rated films are rejected by the Film Committee. Ideally, the faculty member should have viewed or obtained information about the video before showing.
5. Caution should be used in viewing "PG" rated videos. Most "PG" films are rejected by the Film Committee. The video should be viewed by the sponsoring faculty member, Film Preview Committee, or another faculty member.
6. "R" and "X" rated videos should not be shown.

WEEKEND LEAVES Anytime you leave the dormitory overnight a leave slip must be filled out and approved by a dean before leaving. Weekend leave slips must be turned in to the main desk by 10:00 p.m. Wednesday, at which time they will be approved or denied and returned to your mailbox. Falsification of weekend leaves will result in

disciplinary action. Freshmen are limited to eight overnight leaves per semester. Any leave other than to home may need approval of parents or guardian.

WORLD MISSIONS Information concerning Student Missionary or Taskforce opportunities is available in the chaplain's office.

WORSHIP ATTENDANCE (Residence Halls) The strength to live a Christian life is possible through an on-going relationship with God. Christian living and spiritual commitment are dependent primarily on personal devotions. The Lord can bless you through the experience of the worship program, but dorm worships can never fulfill the need for a private devotional life. The deans urge you to take the time to meditate and study on your own. This will make dorm worships and other religious services much more meaningful.

We feel it is necessary to require attendance at worship in order to maintain the spiritual uniqueness of Southern College. Our purposes for worship are:

1. To offer a daily reminder of who we are, why we are here and where we are going.
2. To develop a sense of Christian community.
3. To give the student strength and encouragement through Christian fellowship.
4. To enhance the spiritual growth of the students.
5. To establish and strengthen the habit of daily devotions.

Each student has the privilege of planning his own worship schedule. There are 13 options offered each week which are listed below:

Day	Time	Where
Sunday	10:00 p.m.	Residence Hall
Monday	7:30 a.m.	Residence Hall
	7:00 p.m.	Residence Hall
	10:00 p.m.	Residence Hall
Tuesday	7:30 a.m.	Residence Hall
	7:00 p.m.	Residence Hall
	10:00 p.m.	Residence Hall
Wednesday	7:00 p.m.	Church
Thursday	7:30 a.m.	Residence Hall
	7:00 p.m.	Residence Hall
	10:00 p.m.	Residence Hall
Friday	8:00 p.m.	Church
Sabbath	Sundown Meditations	Church

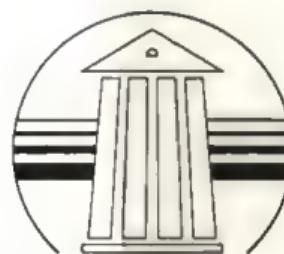
Worship credit cards will be given until the scheduled starting time of the program. *Residence hall students are required to attend worship once a day, five days each week.* Friday evening vespers, 8:00 p.m., is mandatory for all residents not having an authorized overnight leave.

Worship excuse blanks are available at the front desk. Excuses are given consideration when the student misses a whole day of worship options because of one single circumstance beyond the student's control. Examples of such circumstances would be sickness, school-sponsored trips, or emergencies beyond the student's control. *Excuses are not considered for a single worship appointment.*

Excuse blanks must have the appropriate signatures and be turned in by the following Monday. Students who have a direct conflict in meeting all worships in a single day may petition for an excuse. Petition forms are availa-

ble at the front desk. Approved weekend leaves will lower the worship requirement.

Seven skips are allowed each semester. The eighth skip will result in citizenship probation for up to 21 days. On the ninth skip the resident is subject to citizenship probation for up to 42 days. On the tenth skip the student will be up for suspension.



SOUTHERN COLLEGE
OF SEVENTH-DAY ADVENTISTS

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